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26-2741

26 July 1961

MEMORANDUM FOR: Chief, Personnel Operations Division

SUBJECT : Annual Report

1. Statistical Picture for Fiscal Year 1961

Cases in Process as of 30 June 1960	[redacted]
New Cases put into process	
Rejects	
Cancellations	
EOD's	
Resignations after EOD (medical, security, or personal reasons)	

Assignments:

DDP	
DDI	
DDS	
DCI	

25X9

2. Summer Employees:

Applications	350
Requirements	207
Employed	206
Applicants tested	205
Applications which were not put in process because of low test scores, failure to report for testing, one dependent in family permitted to work, below age requirements	27
Cancelled (applied full-time, accompany parents overseas, other employment, summer school, security or medical disqualification, no reason)	35

[redacted] 25X1A9a

Chief, Clerical Assignment Branch

OP/POD/CAB/[redacted] 25X1A9a

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From Reading File, 1961 Clerical Assignment Branch

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FISCAL YEAR 1961

1. Total Number of EOD's---------- [redacted]

2. Work Project Man Hours

Typing	36,424
Clerical	52,546
Total	88,970

3. Man Hours Devoted to Training in Required Skills and Related Subjects---------- 27,662

4. Resignations from the IAS---------- 73

Medical	- 11
Security	- 34
Personal (Voluntary)	- 19
Panel	- 8

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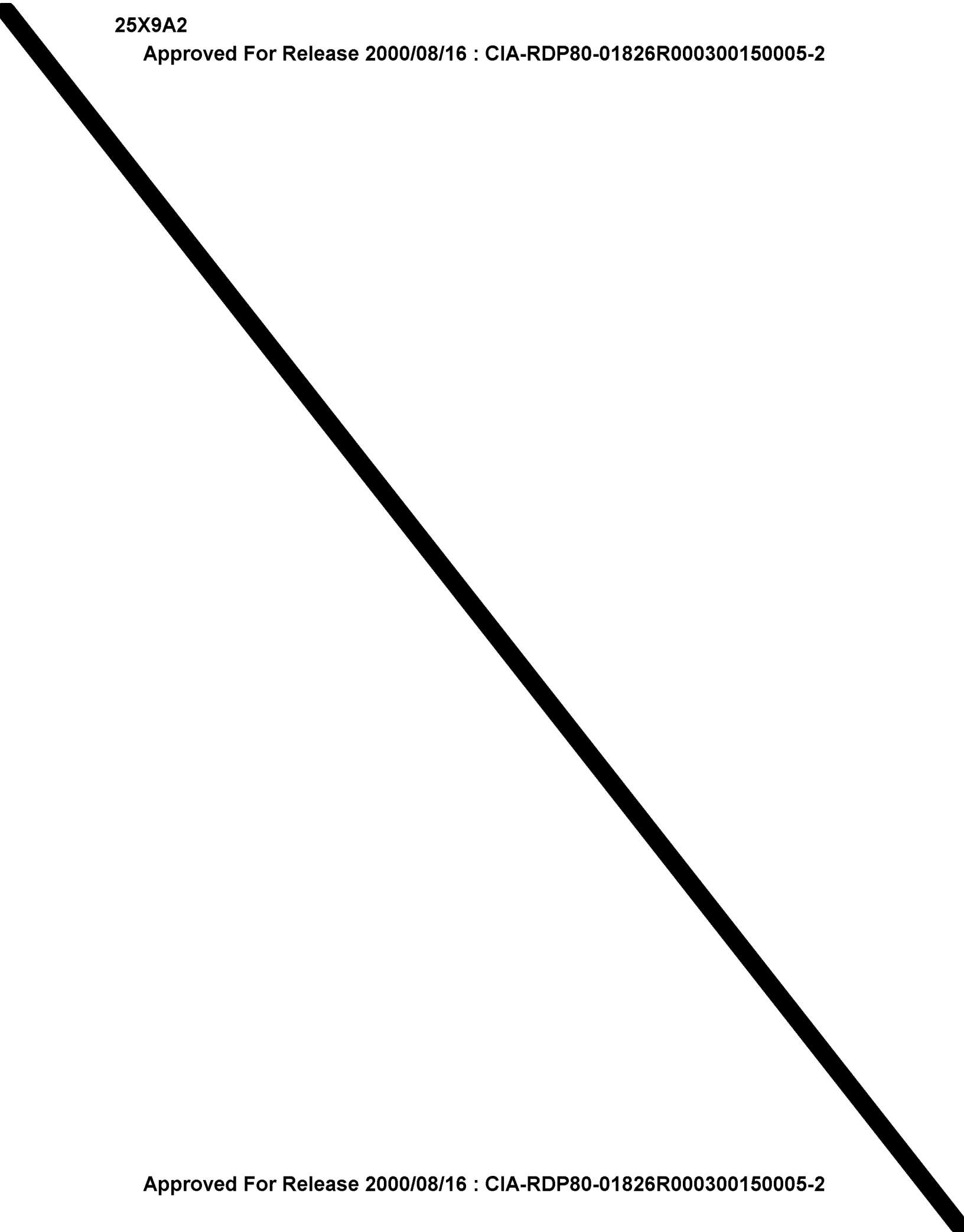

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REPORT OF CLERICAL PERSONNEL TURNOVER

I. Personnel turnover among clerical employees and the factors that have contributed to their resignations are reflected in this statistical summary covering the period from January 1953 through August 1953. The figures were obtained from the Reports of Separation of 640 clerical employees or 49.1 % of all resignations for this period. Of this number, 202 employees or 31.5 % voiced criticism and comment, through the Agency's pre-exit interview program, as described below.

II.

Criticism	No.	Total	Percentage	Total
A. Major categories				
1. Skills previously acquired not utilized	34		16.8	
2. Work unchallenging, dull or routine	33		16.3	
3. Position not what expected	20		9.9	
4. High cost of living - dislike for D.C.	17		8.4	
5. Poor supervision	11		5.4	
6. Recruiters oversell CIA to applicants	10		4.9	
7. Promotion policy	9		4.4	
8. Work load too heavy	6		2.9	
9. Lack of opportunity	6		2.9	
10. Security restrictions	6		2.9	
Total		152		74.8

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Criticism	No.	Total	Percentage	Total
B. Minor categories				
1. EOD'd at lower grade than less qualified	4			
2. Disliked stay in IAB	3			
3. Disliked government work	3			
4. Overseas experience	3			
5. Lack of efficiency	3			
6. Position insecurity	2			
7. Shifted from job to job (personal feelings not considered)	2			
8. Need for more training by CIA	2			
9. Work duplicated	2			
10. Offices dirty, overcrowded	2			
11. Too difficult to transfer within CIA	2			
12. Should promote more from within CIA	2			
13. Applicants should be better advised on Security	2			
14. Commuting between Washington-Baltimore too costly, time consuming	2			
15. CIA too big for effective operation	2			
16. Lack of professional approach by CIA	2			
17. Need closer liaison between services and operating offices	2			
18. Insufficient work; CIA training not utilized; salary too high for duties performed; waste evidenced; pay held up converting funds; replacement should be trained by departing employee (1 each)	6			
Total		46	22.7	22.7
III. Complimentary		4	1.9	1.9
TOTAL		202		99.plus

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